

Grants for Arts Projects Application Basic Information, Part 1

Read the
instructions that
follow this form
before you start.

OMB No. 3135-0112
Expires 02/28/05

Applicant Official IRS name:

Popular name (if different):

Mailing Address:

Street Address (if different):

ZIP Code (9-digit number):

ZIP Code (9-digit number):

Taxpayer ID Number (9-digit number):

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DUNS Number:

Project Field/Discipline (check one):

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Dance (33) | <input type="checkbox"/> Local Arts Agencies (62) | <input type="checkbox"/> Museums (44) | <input type="checkbox"/> Presenting (54) |
| <input type="checkbox"/> Design (42) | <input type="checkbox"/> Media Arts: Film/Radio/
Television (34) | <input type="checkbox"/> Music (31) | <input type="checkbox"/> Theater (32) |
| <input type="checkbox"/> Folk & Traditional Arts (55) | <input type="checkbox"/> Multidisciplinary (70) | <input type="checkbox"/> Musical Theater (28) | <input type="checkbox"/> Visual Arts (41) |
| <input type="checkbox"/> Literature (52) | | <input type="checkbox"/> Opera (36) | |

Category (check only one category -- Number 1, 2, or 3):

1 ☐ **Access to Artistic Excellence (7)** APPLICATION DEADLINES (check one): ☐ MARCH 15, 2004 ☐ AUGUST 16, 2004
To determine the appropriate application deadline for your project, see "[Access to Artistic Excellence Application Deadlines](#)" or the field/discipline section that corresponds to your project.

2 ☐ **Challenge America Fast-Track Review Grants (7-78)** APPLICATION DEADLINE: JUNE 1, 2004

For this category also select one focus area below:
☐ Professional arts programming and program enhancements (05)
☐ Arts in community development (06)

3 ☐ **Learning in the Arts for Children and Youth (8-51)** APPLICATION DEADLINE: JUNE 14, 2004

For this category also select one focus area below:
☐ School-Based (27) ☐ Community-Based (28) ☐ Combination (29)

Project Director ☐ Mr. ☐ Ms. First: Last:

Title: E-mail:

Telephone: () ext. Fax: ()

I certify that the information contained in this application, including all attachments and supporting material, is true and correct to the best of my knowledge. I also certify that the applicant is in compliance with the federal requirements specified under "[Assurance of Compliance](#)."

Authorizing Official ☐ Mr. ☐ Ms. First: Last:

Title: E-mail:

Telephone: () ext. Fax: ()

Signature: Date: / /

Additional Authorizing Official (optional) ☐ Mr. ☐ Ms. First: Last:

Title: E-mail:

Telephone: () ext. Fax: ()

Signature: Date: / /



APPLICANT: Type your organization's name and address in the spaces provided. The name provided here and at the top of each form must be identical to the applicant's legal name in the IRS 501(c)(3) status letter or in the official document that identifies the organization as a unit of state or local government, or as a federally-recognized tribal community or tribe. If you use a popular name that is different from your legal name, note that name in the space below the IRS name.

If you are a fiscal agent or a parent organization that is applying on behalf of a sponsored organization or component, do not list the name of the sponsored organization or component here; you will be asked to provide it in the section "For this application, the applicant is serving as a ..." in Part 2 of the Basic Information form. For example, a parent organization that is applying on behalf of a component would list its name here ("State University"), and the name of the sponsored organization ("ABC Performing Arts Center") in Part 2.

ZIP CODE (9-DIGIT NUMBER): Also known as "ZIP + 4 Code." Enter the 9-digit number that was assigned by the United States Postal Service. If you do not know your full ZIP Code you may look it up at <http://www.usps.com/zip4/>.

TAXPAYER ID NUMBER: Also known as "Employer Identification Number." Enter the 9-digit number that was assigned by the Internal Revenue Service; do *not* use a Social Security Number.

DUNS NUMBER: All applicants for federal funds must have a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number, a unique nine- or thirteen-digit sequence recognized as the universal standard for identifying and keeping track of over 70 million organizations and companies worldwide. If your organization does not have a DUNS number, you can receive one for free by calling 866/705-5711. For more information, see "[Get your DUNS number](#)."

PROJECT FIELD/DISCIPLINE: Check the **one** discipline that is most relevant to your project. This selection will aid the Arts Endowment's application review. If you have questions, refer to "[Agency Contacts](#)."

- **Dance** (including dance presentation)
- **Design** (including planning, urban design, architecture, landscape architecture, interior design, product design, and graphic design)
- **Folk & Traditional Arts** (including folk & traditional arts projects in any art form)
- **Literature**
- **Local Arts Agencies** (Local arts agencies, including municipal and county arts entities, generally involve the coordination of services to the field and provide programming in more than one art form. State-wide assemblies and other organizations that work specifically with local arts agencies also are eligible. Projects may be in any discipline(s) or for any type of constituent service.)
- **Media Arts: Film/Radio/Television**
- **Multidisciplinary** (interdisciplinary collaboration and projects that involve more than one discipline including presenting projects with significant non-performing arts components, such as visual arts or film/video exhibitions; for multidisciplinary performing arts presenting projects, see Presenting)
- **Museums** (including projects in any discipline that are submitted by a museum)
- **Music** (including music presentation)
- **Musical Theater**
- **Opera**
- **Presenting** (multidisciplinary performing arts presenting only; if the project includes significant non-performing arts components, such as visual arts or film/video exhibitions, select Multidisciplinary)
- **Theater** (including theater presentation)
- **Visual Arts**

Choose your field/discipline carefully. In limited cases, Arts Endowment staff may transfer an application to a field/discipline other than the one that was selected by the applicant to ensure appropriate panel review.

CATEGORY: Check the **one** category (*Access to Artistic Excellence OR Challenge America: Access to Artistic Excellence OR Learning in the Arts for Children and Youth*) under which you are applying. Do not check off more than one category. Where requested, also check the **one** application deadline date or focus area that is most relevant to your project.

Choose your category carefully. The Arts Endowment will not transfer applications between categories.

AUTHORIZING OFFICIAL(S): Provide this information for the official of the applicant organization who has the legal authority to obligate the organization. This individual should sign and date the form where indicated. If the applicant is a component of a college or university, make sure that your application is authorized and submitted by the appropriate college/university office, e.g., the sponsored projects office.

If you are awarded a grant, the authorizing official(s) identified on your application can sign payment requests, requests to amend the grant, and final reports. If your organization wishes to identify more than one authorizing official for this project, please provide the information requested under "2. Additional Authorizing Official" and have the second authorizing official sign in the space provided.

Grants for Arts Projects Application

Basic Information, Part 2

Read the
instructions that
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OMB No. 3135-0112
Expires 02/28/05

Applicant (official IRS name):

City, State:

Web Address:

Individual responsible for organization and project:

The organization:

The project:

Project Summary:

Intended Outcome (check one):

Access to Artistic
Excellence

☐ 1. Artists and arts organizations have opportunities to create, interpret, present, and perform artistic work. (A1Z)

☐ 2. Artistic works and cultural traditions are preserved. (A2Z)

And

☐ 3. Organizations enhance their ability to realize their artistic and public service goals. (A3Z)

Challenge America
Fast-Track Review
Grants

☐ 4. Audiences throughout the nation have opportunities to experience a wide range of art forms and activities. (A4Z)

☐ 5. The arts contribute to the strengthening of communities. (A5Z)

Learning in the Arts for
Children and
Youth

☐ 1. Children and youth demonstrate skills, knowledge, and/or understanding of the arts consistent with national, state, or local arts education standards. (B1Z)

☐ 2. Teachers, artists, and others demonstrate knowledge and skills necessary to engage children and youth in arts learning consistent with national, state, or local arts education standards. (B2Z)

☐ 3. National, state, and local entities demonstrate a commitment to arts learning for children and youth consistent with national, state, or local arts education standards. (B3Z)

Performance Measurements:

For this application, the applicant is serving as a [check if applicable; then list the one primary consortium partner (other than the lead applicant), or the group or entity on whose behalf you are applying]:

☐ Lead Member of a Consortium

☐ Fiscal Agent

☐ Parent of a Component

For:

Period of Support (e.g., 06/01/05 to 12/31/06):

See the "Earliest Beginning Date for Arts Endowment
Period of Support" listed on the Application Calendar.

/ / to: / /

Number of

Months: _____

Project Budget Summary:

\$	PLUS	\$	MUST EQUAL	\$
AMOUNT REQUESTED		TOTAL MATCH FOR THIS PROJECT		TOTAL PROJECT COSTS

Total organizational operating expenses for the most recently completed fiscal year:

\$

For year ending (Month/Year):

/



INDIVIDUAL RESPONSIBLE FOR ORGANIZATION AND PROJECT: Enter the name and title of the individual(s) who has primary artistic and managerial responsibility for your organization and your project. You may enter more than one name if responsibility is shared equally.

PROJECT SUMMARY: In this space, briefly describe how you plan to use the Arts Endowment and matching funds. If you are recommended for a grant, this summary may be adapted for other purposes (e.g., for the National Council on the Arts review process or a press release). Therefore, use language that is clear and can be understood readily by readers who may not be familiar with your project or discipline. Include:

- A summary of key proposed activities. Be factual, not subjective.
- The target population (i.e., to whom this project is directed).
- The potential results of the project including any benefits or changes in skill, knowledge, attitude, or life condition of the target population.

Be specific about the PROJECT for which you are requesting support. Do NOT describe your organization or any activity outside the scope of the project.

INTENDED OUTCOME: Go to the category under which you are applying and check the **one** Arts Endowment outcome that is most relevant to your project.

PERFORMANCE MEASUREMENTS: In this space, briefly describe how you will measure your success in achieving the outcome(s) that you have identified for the project. Measurements can be quantitative or qualitative, but they must be objective and verifiable.

FOR THIS APPLICATION, THE APPLICANT IS SERVING AS A (check if applicable; otherwise leave blank):

Refer to "[Applicant Eligibility/Application Limits](#)" for definitions.

- **Lead member of a consortium** (Standard Review Grants only). Check the "Lead Member of a Consortium" box and list your one primary consortium partner in the space provided. Do not list more than one partner here; other organizations may participate in the project without being listed. Use the official IRS name of the primary consortium partner. If a component of a parent organization is your primary consortium partner, e.g., an art museum located on a university campus, note the official IRS name and place the component's name in parentheses, e.g., State University (ABC Art Museum).
- **Fiscal agent for another organization** (Standard Review Grants only). Check the "Fiscal Agent" box and enter the name of the group on whose behalf you are applying in the space provided. Unless otherwise noted, items that relate to the official applicant should refer to the fiscal agent.
- **Parent institution applying on behalf of an eligible separate component.** Check the "Parent of a Component" box and enter the name of the component in the space provided. Unless otherwise noted, items that relate to the official applicant should refer to the parent organization.

PERIOD OF SUPPORT is the span of time that is necessary to plan, execute, and close out your project. Both Standard Review Grants and Fast-Track Review Grants generally may have a grant period of up to two years. The Arts Endowment's support of a project can start no sooner than the "[Earliest Beginning Date for Arts Endowment Period of Support](#)" listed on the Application Calendar. Any planning costs that are included as part of the project must be incurred during the established period of support. No pre-award costs are allowable in the Project Budget. Use two-digit numerals, e.g., 06/01/05 to 12/31/06 for June 1, 2005 through December 31, 2006.

Also enter the **number of months** that your "Period of Support" will encompass.

PROJECT BUDGET SUMMARY:

- **Amount Requested:** Be sure that this is the same as the "Amount requested from the Arts Endowment" in Item 1 of the Project Budget form.
- **Total Match for this Project:** This must agree with Item 2 of the Project Budget form.
- **Total Project Costs:** This must agree with Item 6 of the Project Budget form.

TOTAL ORGANIZATIONAL OPERATING EXPENSES FOR THE MOST RECENTLY COMPLETED FISCAL YEAR:

Unaudited figures are acceptable. If you are the lead applicant for a consortium, provide this information for your own organization. If you are a fiscal agent or a parent organization, provide this information for the group or component on whose behalf you are applying. This item must agree with the "Total Expenses" listed on the Financial Information form.